DOCUMENT RESUME

ED 181 757 FL 011 016

AUTHOR Hubbard, Katherine E.
TITLE Reading Right: A Text for Reading, Volume 4. English for Special Purposes Series: Nursing Aide.
INSTITUTION Honolulu City and County Office of Human Resources, Hawaii.; Honolulu Community Coll., Hawaii.
SPONS AGENCY Department of Labor, Washington, D.C.
PUB DATE 77
CONTRACT DL-15-6053-37
NOTE 92p.; For related documents, see FL 011 012-024

EDRS PRICE MF01/PC04 Plus Postage.
DESCRIPTORS Adult Education; Cloze Procedure; *English (Second Language); *English for Special Purposes; *Language Instruction; Language Usage; *Nursing; Reading Comprehension; Reading Materials; *Second Language Learning; Units of Study; Visual Aids; Vocabulary Skills; Vocational Education
IDENTIFIERS *Survival Language

ABSTRACT

This is the last of four volumes devoted to reading instruction, in a series of materials for teaching English as a second language to adult nursing aide students. The four units deal principally with survival skills, but much material on nursing is interspersed. The units cover the use of the library, observing and reporting, looking for a job, and a review of material covered in the four readers. The first three units consist of readings which alternate with Cloze passages, comprehension questions, vocabulary exercises, and brief lessons in language usage and basic nursing procedures. Pictorial aids illustrate most portions of each unit. (JB)

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ENGLISH FOR SPECIAL PURPOSES SERIES

NURSING AIDE

READING RIGHT

A TEXT FOR READING

VOLUME 4

KATHERINE E. HUBBARD

U S DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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FL011016

Produced at Honolulu Community College
1977

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UNIT IX

THE LIBRARY

PREVIEW

The largest section of Unit IX is about the library. Everyone should know how to use the library. Everyone should know what kinds of information are available in the library. In this unit you will spend some time at the library. You will learn to use the Reader's Guide to Periodical Literature, and you will learn to use the card catalog. By the time you finish this unit, you should know how to find any information that you want in the library. You should feel comfortable in the library. You should be able to use the catalogs and files that are in the library. You should be able to ask the librarian for help if you can't find what you want.

The library can help you while you are a student. There is also information in the library that can help you find a job. There is much useful information in the library.

TIMELY TIPS ON HEALTH AND SAFETY-
BE A MEDICAL WATCHDOG *

A watchdog can protect your home from ruin and your family from harm. But he can't protect your most valuable possession--good health.

Keep a watch on good health with a periodic examination, which your physician will suit to your individual needs. If you are over 35 years of age, you'll need a checkup each year. Persons over 50 may need one even more frequently. The examination usually includes a health history, a physical examination, and some laboratory and x-ray studies.

HEALTH HISTORY

Questions about your use of alcohol and medications, sleep habits, and your work may give the physician clues to your health. Questions about past illnesses or injuries, illnesses in the family, and the causes of death of relatives often give meaning to conditions found during examination.

PHYSICAL EXAMINATION

A basic examination involves a general inspection of body surface, shape, and movement, and measurement of pulse rate, respiration rate, temperature, and blood pressure. By touching and pressing, trained fingers can learn much about organs near the surface. The stethoscope permits listening to meaningful sounds produced in the lungs and heart. And all body openings--eyes, ears, nose, mouth and throat, and often the lower bowel--are checked.

For women, a search is made for indications of breast cancer and masses or tender areas in the abdomen which may indicate tumors; the Pap test--a microscopic examination of cells in secretions from the cervix or opening of the uterus--is becoming routine.

LABORATORY TESTS

A urine sample may be tested for indications of such conditions as kidney disease, bladder infections, and diabetes. Blood tests may determine the amount of various chemicals in the blood, the shape and number of red and white cells, and the

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hemoglobin content. Certain tests can detect an infection or irregularity in the body not readily found by other means. Finally, a chest x-ray is practically routine.

COMPREHENSION

1. Read the first paragraph again. What does a watchdog do?

2. What is your most valuable possession?

3. Who can protect your most valuable possession?

4. Read the title of this reading. Who can be a medical watchdog?

5. Read the first sentence, second paragraph. What does "Keep a watch on good health" mean?

   a. Guard your health.
   b. Look at your wristwatch.
   c. Look at your health checkup.
   d. Wear your wristwatch when you are healthy.

6. If you are over 35 years of age how often do you need a checkup?

   a. every other year
   b. often
   c. annually
   d. every six months

7. What is another word for checkup?

   a. periodic
   b. examination
   c. health history
   d. laboratory tests

8. Read the second paragraph again. Look at the sentence. "Persons over 50 may need one even more frequently."

   a. What does one mean in the sentence above?

   b. What does over 50 mean?

   c. What is another word for persons? Do not use a dictionary.

   d. What is another word for frequently? Do not use a dictionary.

   e. Fill in the blanks in the following sentences. Use different words than those in the original sentence.

"_ _ _ _ _ _ _ over 50 may need a _ _ _ _ _ _ _ _ even more _ _ _ _ _."

9. What is the most important idea in the second paragraph?

   a. People over 35 years old should have a checkup every year.
   b. Everyone should have regular checkups.
   c. An examination usually includes a health history and laboratory tests.
   d. People over 50 might need checkups often.

10. What are the three parts of a health checkup?

11. How does a physician find out about your health history?

12. List three illnesses.

13. List three injuries.

14. Which of the following are words which mean relatives?

   a. brother
   b. sister
   c. mother
   d. father
   e. boss
   f. friend
   g. aunt
   h. son
   i. teacher
   j. daughter

15. Which of the following should Virginia tell her doctor about when he is recording her health history?

   a. Her father has a severe allergy to crabs and shrimp.
   b. Her best friend has a brother who is an alcoholic.
   c. Her great-grandmother died of a stroke at age 52.
   d. Her sister-in-law died of stomach cancer.
   e. Her brother had TB when he was a child.
   f. Her mother-in-law is overweight.
   g. Her mother had a mild heart attack last year.

16. Another word for body surface is

   a. dirt.
   b. skin.
   c. hair.
   d. face.

17. "By touching and pressing, trained fingers can learn much about organs near the surface."

   a. Who is touching and pressing?

b. Who has trained fingers?

c. Who learns about organs near the surface?

18. The doctor learns much about organs near the surface by

a. using a stethoscope.
b. checking pulse rate.
c. taking a health history.
d. touching and pressing the skin.

19. The doctor uses a stethoscope to

a. examine body openings.
b. take temperatures.
c. listen to sounds in the heart and lungs.
d. measure height.

20. In this reading "organs near the surface" means

a. eyes and lungs.
b. organs closest to the skin.
c. organs in the abdomen.
d. heart and lungs.

21. A "microscopic examination of cells" means

a. to look at cells with a microscope.
b. to look at small cells.
c. a microscope used to look at cells.
d. a small examination.

22. The cervix is located at

a. the chest cavity.
b. the throat.
c. the opening of the uterus.
d. the abdomen.

23. "Routine" means

a. regular.
b. rare.
c. usually.
d. easy.

24. Which of the following is not a laboratory test?

a. urine test
b. blood test
c. temperature, pulse and respiration
d. Pap test

25. According to this reading a urine sample is not used as a test for

a. kidney disease.
b. bladder infections.
c. chemicals in the blood.
d. diabetes.

26. Which is not a part of normal blood?

a. red cells
b. hemoglobin
c. diabetes
d. white cells

27. Which is a disease?

a. hemoglobin
b. diabetes
c. white cells
d. x-ray

28. "Irregularity" means

a. very regular.
b. not regular.
c. routine.
d. on time.

GETTING ACQUAINTED WITH A TEXTBOOK

A textbook is a book you use when you study. In school you usually use textbooks. Before you start to read a textbook you should get acquainted with it. Follow these steps every time you have a new textbook. These steps will help you find information faster when you read and study.

1. First, look at the title page. The title page is usually the first page of the book. It does not have a page number. On the title page you can usually find the following information:

   a. The title of the book.

   b. The author of the book. The person who writes a book is the author.

   c. If there is no author, there may be editors. Editors are people who collect the information for the book. For example, editors might collect poems for a book on poetry in Asia. The editors decide which poems to include in the book. The editors don't write the poetry. The editors are not authors. Look at the title page of your dictionary. Are there editors listed?

2. Look at the copyright page. The copyright page is usually on the back of the title page. There is usually no page number on the copyright page. The copyright date is usually the date the book was published. If the book has been printed more than once, the dates of the new printing will be listed on the copyright page. The printing dates are important because the dates tell you how up-to-date the information is in the book. For example, a dictionary printed in 1920 might be interesting to look through. However, you could not use that dictionary to look up words like sputnik, beatnik, hippie, or astronaut.

3. You can find the name and address of the publisher on the copyright page.

4. Sometimes a book has a preface. A preface is a note from the author. It usually is the page before the table of contents. The preface might tell you about the author or why the author wrote the book. You should look at the preface quickly, but don't spend a lot of time reading it. The important information is in the chapters of the book, not in the preface.

5. Always look at the table of contents. The table of contents tells you how the information is arranged in the book. Look at

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the titles of the chapters. Does the book have a glossary, tests, test answers or other information you should know about? Check the table of contents to find out what is in the textbook.

6. Thumb through the textbook. Does the textbook have pictures and charts? Are the pictures and charts numbered? Notice how the pictures and charts are numbered. Sometimes pictures and charts are called figures. Notice the page numbers, too. Where are the page numbers? Is there anything special about the way the pages are numbered?

7. Continue to thumb through your textbook. How is important information marked in the textbook? Are important words underlined? Are italics used to mark important information? *Italic print looks like this line.* Are colors used to mark important information? Are dots • or arrows ⟶ or numbers used? How can you tell when a new chapter starts? How are the titles of chapters written? Are there other titles or headings in each chapter?

8. Look at the last pages of a chapter. Are there review questions at the end of each chapter? Are there self-check tests at the end of each chapter? A self-check test helps you understand the information in the chapter. Usually you can check your own tests. The answers are usually in the textbook.

9. Now look at the glossary. Most textbooks have glossaries. Usually a glossary is at the back of a textbook. A glossary is a small dictionary. It contains words that are used in the textbook.

10. Does your textbook have an index? Usually a textbook has an index. An index is an alphabetical list of the names, places and subjects in a book. The page numbers for the information are also listed. An index can be very useful. For example, if you want information on fluids, look in the index. The index will list all the pages where you can find information about fluids in the book.

11. Now you are ready to study your textbook. You know how the chapters are arranged. You know how to recognize important information in the chapters. Your teacher will tell you what chapters to read for class.

Try to follow these steps every time you get a new textbook. Studying will be easier for you if you are acquainted with your textbooks.

COMPREHENSION

1. What is a textbook?
2. What does get acquainted with mean?
3. Can you get acquainted with people?

   Can you get acquainted with a town?
4. Why is it a good idea to get acquainted with your textbooks?
5. When should you get acquainted with your textbooks?
6. What is a title?
7. Does a title page have a page number?
8. What are editors?
9. List two kinds of books that will have editors listed on the title page.
10. What information is on the copyright page?
11. What does up-to-date mean?
12. What is a preface?
13. How can you find the names of the chapters in a book?
14. What does thumb through mean?
15. List three ways important information might be marked in a textbook.
16. What should you look for at the end of each chapter?
17. What is a glossary?
18. What is the difference between a dictionary and a glossary?
19. What is an index?
20. Read the following lists. Read the numbered list (1-8). Read the lettered list (a-o). Match the parts of a book on the right with the information on the left. The first one is done for you. (Tr1)

3	a.	a note from the author about the book	1. title page
	b.	review questions about a chapter	2. copyright page
	c.	the date the book was published	3. preface
	d.	the author's name	4. glossary
	e.	a list of editors	5. table of contents
	f.	the publisher's name and address	6. end of a chapter
	g.	the page where chapter 9 begins	7. index
	h.	the title of chapter 3	8. page numbers
	i.	How many chapters are there?	
	j.	the pages where you can find information about the digestive system	
	k.	the number of pages in chapter 5	
	l.	How many times has the book been printed?	
	m.	the pages where you can find diagrams of the heart	
	n.	the pages where you can find information about feeding a patient	
	o.	the meaning of quadriplegia	

VOCABULARY

Define the following terms. Example sentences are given with each of the terms. You might want to practice writing other examples. (Tr2)

1. to get acquainted with-

John got acquainted with everyone at the party.

Mary gets acquainted with people quickly.

2. to be acquainted with-

   Mary is acquainted with all her neighbors.

   John is acquainted with all the library books about the medical field.

3. up-to-date-

   This dictionary was printed in 1938. It's not up-to-date.

   His clothes are always up-to-date.

4. thumb through-

   Always thumb through a book before you buy it.

LANGUAGE USE

EXPLAINING DIFFERENCES

Here is a common question form that you will see on American tests.

What is the difference between _____ and _____?

Usually this type of question is on essay tests. Question 17 in your comprehension exercises for Unit 9 is an example of this type of question.

You can often answer this type of question by writing a few short sentences. For example, to answer question 17 in this unit, you could write three sentences.

17. What is the difference between a dictionary and a glossary?

A dictionary contains hundreds of words and definitions.
A glossary is a small dictionary. Often there is a glossary at the end of a textbook.
A glossary contains technical terms that are used in a book or in a manual.

Of course, sometimes you will have to write a longer answer. Always try to keep your sentences short and clear. Be sure you answer the question. Don't write about something that is not related to the topic.
(Tr3)

A Writing Exercise

For practice try to write short answers to the following questions.

1. What is the difference between an R.N. and an L.P.N.?

2. What is the difference between an author and an editor?

3. What is the difference between a chemical fire extinguisher and a carbon dioxide fire extinguisher?

USING THE LIBRARY

THE LIBRARY

A library has information on almost every subject imaginable. You probably know that libraries have books you can borrow. But are you aware of the different kinds of information available to you?

Most libraries have magazines, newspapers, pamphlets and records. Some libraries, especially university and college libraries, have movies, videotapes, film strips and large reference areas with material available on microfilm for use in the library.

Most public libraries have a large selection of children's books. Often there are story hours for young children at the libraries. Films and puppet shows also take place at public libraries.

THE LIBRARIAN

Librarians are specially trained people who work in libraries. Librarians want to help you use the library. If you can't find the information you want, be sure to ask the librarian for help.

THE CARD CATALOG

The card catalog contains information about all the material in the library. If you learn to use the card catalog, you will be able to find the material you want quickly. You can find a book in the library if you know the author, or the title, or the subject of the book. There are three cards in the card catalog for each book in the library--an author card, a title card and a subject card. Learn to use the card catalog. It will help you when you want to find a book, or a record, or a film. There is information in the card catalog about all the materials in the library.

THE READER'S GUIDE TO PERIODICAL LITERATURE

The Reader's Guide to Periodical Literature will help you find information in magazines. Most libraries keep old or back copies of magazines. Sometimes the magazines are on microfilm. Then you need a special machine so you can read the magazine articles. Sometimes old or back copies of magazines are bound together like books and placed on the shelves in the library. Sometimes old or back copies of magazines are stored in a special place in the library.

When you are interested in a special topic, the Reader's Guide can help you find information about that topic in magazines. Learn to use the Reader's Guide. It can help you find interesting information.

LIBRARY ACTIVITIES

During this unit complete the following activities. Put a check in front of each activity when you finish it.

1. _____ Tour a library.

2. _____ Fill in a map of the library.

3. Using the card catalog

_____ Activity 1
_____ Activity 2
_____ Activity 3
_____ Activity 4
_____ Activity 5
_____ Activity 6
_____ Activity 7
_____ Activity 8

4. Using the Pamphlet File

_____ Activity 1
_____ Activity 2
_____ Activity 3
_____ Activity 4

5. Using the Reader's Guide to Periodical Literature

_____ Activity 1
_____ Activity 2
_____ Activity 3
_____ Activity 4
_____ Activity 5
_____ Activity 6
_____ Activity 7

6. Using other library materials

_____ Activity 1
_____ Activity 2
_____ Activity 3
_____ Activity 4
_____ Activity 5
_____ Activity 6
_____ Activity 7
_____ Activity 8
_____ Activity 9
_____ Activity 10

THE LIBRARY

Activity Sheet for the Card Catalog Do the following accivities. You can do these activites in any order.

	Answers
Activity 1 What subjects do you check in the card catalog if you want to find a book about hospital jobs?	
Activity 2 Find a book about hospital jobs on the shelf. Write the name of the book and the call number.	
What other types of books are on the same shelf with books about hospital jobs?	
Activity 3 Is there a textbook for nursing aides listed in the card catalog? List the title and call number of the book.	
Is there a book listed in the card catalog about nursing aides that is not a textbook? List the book's title and call number. Find the book on the shelf.	

Activity 4	Answers
Does the library have the Occupational Outlook Handbook?	
What is the call number? Can you take the book out of the library?	
Is there any information on nursing aides in the book?	
Activity 5	
Find a book about the history of medicine. What is the call number?	
Activity 6	
Give the title and author of a book that has information about the history of medicine in Asia.	
Find the book on the shelf. What parts of Asia are discussed in the book you found?	

Activity 7	Answers
Are there any books about your country in the library? Find one on the shelf.	
What are the call numbers for books about your country? Give three examples.	
Are the books about your country written in English?	
Activity 8	
Are there any books in the library written in your native languaq?	
If so, give the title and call number of one example.	

THE LIBRARY

Activity Sheet for the Pamphlet File Do the following activities. Activity 4 can be done at any time. Activities 1, 2, 3, must be done in order.

Activity 1

Is there more than one pamphlet file in your library? If so, what kind of information is in each one? Are there any pamphlets about jobs?

Answers

Activity 2

Is the material in the pamphlet file catalogued? Is there an index, like the card catalog to tell you what information is in the pamphlet file?

Activity 3

Check the pamphlet files for three pamphlets that interest you. Write the names of the pamphlets.

Activity 4

Read the pamphlets that you chose.

THE LIBRARY

Activity Sheet for the Reader's Guide to Periodical Literature
Do the following activites. These activites must be done in order.

Activity 1

Answers

View the tape-slide kit, "Reader's Guide--Ready Reference." If not available, your instructor will show you how to use the Reader's Guide.

Activity 2

Use the Reader's Guide to find an article about your country.

Activity 3

Write down the complete entry for the magazine article as it is written in the Reader's Guide.

Now write down the complete entry without using abbreviations.

Activity 4

Ask the librarian to help you find the magazine.

Activity 5

Read the article.

Answers

Activity 6

Prepare a short oral report to give in class.

Activity 7

Give your oral report in class.

THE LIBRARY

Activity Sheet for Other Library Materials Do the following activities. You can do these activities in any order.

	Answers
Activity 1--Records Does the library have any phonograph records?	
Can you listen to the records in the library?	
Can you check out records? How long can you keep them out? How many records can you check out at a time?	
Activity 2--Records Where can you find a list of all the records the library has?	
Does the library have a recording of Frank Sinatra singing "I Did It My Way?" Where did you look to find out?	
Activity 3--Pictures Does the library have a picture file?	

Activity 3--Pictures (Continued)	Answers
Can you check out pictures from the library?	
How many pictures can you check out at a time? How long can you keep the pictures?	
Activity 4--Pictures	
Are there any pictures of your country?	
Are there any pictures of Hawaii?	
How are the pictures arranged in the picture file? Are they arranged by subject and by alphabetical order?	
Activity 5--Newspapers	
Are there newspapers in the library?	
Can you check out the newspapers	

Activity 6--Newspapers	Answers
Are all the newspapers in English?	
Are all the newspapers American papers?	
Activity 7--Newspapers	
Write the name of a morning newspaper. How do you know the paper is a morning paper?	
Write the name of a paper from a mainland city.	
Activity 8--Children's Books	
Does your library have children's books?	
Is there a section of the library where children can read?	

Activity 9--Children's Books

Answers

Some books are very good books for children. These books might win an award for being such good books. The Caldecott Award is given every year to the best picture book of the year. The award is given to the book that has the best pictures for children.

The Newbery Award is given every year to the best book for children. The Newbery Award is given for the book that tells the best story.

Does your library have these award-winning books? Are they in a special place where children can find them easily?

Activity 10

What other activities besides reading does the library have for children?

REVIEW EXERCISES

These questions cover the material in Units VIII and IX.

1. Underline the relative clause in each of the sentences below.

   a. A person who has a heart attack can go to the emergency room.

   b. The doctors and nurses who work in the emergency room save many lives.

   c. Who are the nursing aides that are going to work this weekend?

   d. Is this the dog that bit you?

   e. These are the fire extinguishers that will put out electrical fires.

   f. The charge nurse who works in this area is ill today.

   g. The nursing aide who works here is very dependable.

   h. Fire is an emergency that can happen in a hospital.

   i. The patient who ate all that chocolate is vomiting.

   j. The patients that are very sick are in the Intensive Care Unit.

2. Add a relative clause to each sentence below.

   a. The vaccinations _____ prevent measles.

   b. The people _____ are locked in the bathroom.

   c. The disease _____ is not dangerous.

   d. The house _____ is very old.

   e. The nursing aide _____ is new here.

3. What part of the body do <u>coronary</u> and <u>cardiac</u> refer to?

   a. lungs
   b. brain
   c. heart
   d. abdomen

4. What does Code Red mean?

a. fire drill
b. bomb threat
c. fire
d. cardiac arrest

5. What does Code 500 mean?

a. telephone information
b. intensive care
c. cardiac
d. cardiac arrest

6. What does Code BTA mean?

a. Bomb Threat Alert
b. fire
c. cardiac emergency
d. coronary unit

7. Which code is never a drill?

a. Code 500
b. Code BTA
c. Code Red
d. Emergency

8. What word do you not say in the hospital?

a. intensive care
b. Code Red
c. heart attack
d. fire

9. Which people should go to the emergency room?

a. a person who was in an automobile accident
b. a person who works all day
c. a person who has a cold
d. a person who needs a check-up

10. There is a fire in the linen room. A wastebasket with paper in it is burning. What should you use to put out the fire?

a. carbon dioxide extinguisher
b. chemical extinguisher
c. a glass of water
d. a water hose

11. Which of the items below are illnesses?

a. colds
b. broken bones
c. measles
d. bruises

12. Which of the items below are injuries?

a. colds
b. broken bones
c. measles
d. bruises

13. Which of the following are laboratory tests?

a. blood test
b. urine test
c. eye test
d. Pap test

14. Which is a disease?

a. x-ray
b. diabetes
c. hemoglobin
d. blood cells

15. What does up-to-date mean?

a. modern
b. late
c. early
d. on time

16. What can you find in the glossary of a textbook?

a. definitions
b. page numbers
c. the names of chapters
d. the author's name

17. Where can you find the titles of chapters in a book?

a. title page
b. glossary
c. table of contents
d. index

18. Where can you find out if the information in a textbook is up-to-date?

a. glossary
b. table of contents
c. copyright page
d. title page

19. What is a librarian?

a. a building for books
b. a trained person who works in a library
c. a book about libraries
d. anyone who works in a library

20. Where do you look to find out if the library has a particular book that you want to read?

a. on the shelves
b. in the Reader's Guide
c. in the pamphlet file
d. in the card catalog

21. Which things can you find in a library?

a. books
b. magazines
c. newspapers
d. records

22. Which of the following information would be in the Reader's Guide to Periodical Literature?

a. the name of a magazine article about nursing aides
b. the name of a book about nursing aides
c. a list of schools in Hawaii that offer nursing aide training
d. the name of a record about the Reader's Guide

23. Which of the following information would be in the card catalog at the library?

a. the name of a book about nursing aides
b. the author of a book about nursing aides
c. the librarian's name
d. the pamphlet file

24. Which library probably would have a children's section?

a. a university library
b. a community college library
c. a public library
d. a medical library

25. What is a textbook?

a. a book used in school
b. any book
c. a list of books
d. an old book

UNIT X

OBSERVING AND REPORTING

PREVIEW

Unit X has two important parts. In the first part you will learn about observing your patients in the hospital. You will learn that it is very important to watch for changes in your patients. It is also important to report the changes. You will learn that there are **two kinds of reports--objective reports** and subjective reports. Be sure you understand the difference between these two kinds of reports.

In the second part of this unit, you will practice filling out forms. There are intake and output forms and other kinds of hospital forms. Each of these forms has important vocabulary that you will need to understand when you work in a hospital.

Part of the section on forms in Unit X has examples of bank forms. This section contains information to help you when you open a checking or savings account.

Be sure you understand all the information in Unit X. You might want to get some counter checks from a bank and some deposit slips from a savings and loan to use for further practice in the classroom.

OBSERVING AND REPORTING

As a nursing aide you will be asked to report changes that you observe in your patients. The changes you observe might be symptoms. A symptom is a sign of disease. It is a sign that something is wrong. For example, blue lips are a symptom of cyanosis.

You will be asked to make objective observations. Objective observations are facts that you observe. You can make objective observations in four ways. You can see some changes. You can see a rash or a flushed face. You can feel some signs, such as changes in pulse rate or puffiness on the skin. You can hear some signs such as a cough or wheezing. You can smell some signs such as mouth odor.

Objective symptoms are symptoms that you can see, hear, feel or smell. When you report objective symptoms, you report facts. For example, you see that a patient's eyes are red. If you report that the patient's eyes are red, this is an objective report. It is a fact. If you report that the patient's eyes are red because he or she is tired, this is not an objective report. You should not try to interpret your observations. You should report the facts.

You can report what the patient says. For example, you can say, "Mrs. Smith says she's tired." You are reporting what the patient said.

Notice the difference between sentences a and b.

a. Mrs. Smith says she's tired.
b. I think Mrs. Smith is tired.

The first example above is a fact. You are reporting what Mrs. Smith said. The second example is an opinion. It is not a fact. You are reporting what you think. What you think might not be a fact. It might be an opinion. Examples c and d below are opinions.

c. He's flushed. I think he has a fever.
d. I think he has a stomach ache.

As a nursing aide it is important for you to report facts. You should avoid including your opinions in your reports. You will be able to observe the patient often. You will be able to make observations when you take vital signs, when you bathe the patient and when you bring the patient his food. You should always make objective reports of changes you observe. Remember, opinions are not part of an objective report.

COMPREHENSION

1. Which of the statements are examples of objective reports?

____a. He has a rash on his stomach.

____b. She has a temperature of 101°.

____c. She is tired.

____d. His skin is swollen around the IV needle.

____e. He says he's tired.

____f. His lips are blue. I think he's cold.

____g. She said she feels sick.

____h. The skin on her ankle is inflamed.

____i. I think she has a cold.

____j. He says he has an allergy.

For questions 1 and 2 below answer the questions based on the information you are given in the example sentence.

2. "As a nursing aide you will be asked to report changes that you observe in your patients."

   a. Who will be asked to report changes?

   b. Which changes will you report?

   c. What will you observe?

   d. Who will ask you to report changes that you observe in your patients?

3. "You will be asked to make objective observations."

   a. Who will be asked to make objective observations?

   b. What will you be asked to do?

   c. Who will ask you to make objective observations?

4. What is a symptom?

5. Which of the examples below are symptoms?

_____a. blue lips	_____g. diarrhea
_____b. a fever of 101°	_____h. hay fever
_____c. the measles	_____i. sniffles
_____d. a broken leg	_____j. vomiting
_____e. a cut	_____k. a cough
_____f. the flu	_____l. tuberculosis

6. List four ways you can make objective observations.

7. Give an example of a change in the patient that you can see.

8. Give an example of a change in the patient that you can hear.

9. List three times that you will be able to observe your patients.

10. Should you include opinions in your objective reports?

11. Give an example of a fact.

12. Give an example of an opinion.

SUBJECTIVE SYMPTOMS

A subjective symptom is a symptom a patient tells you about. The patient is the only one who can feel a subjective symptom. For example, pain is a subjective symptom. You cannot see pain. You cannot feel your patient's pain. The patient can tell you about the pain. Then you can report what the patient says.

So a patient must tell you about subjective symptoms. You can't see, hear, touch, or taste them yourself. You can report what the patient says.

It is important to listen to your patients. They will tell you many things. You should recognize subjective symptoms. You should report subjective symptoms, too. You should not express your opinion about the symptoms. Just report what the patient says.

COMPREHENSION

1. Which of the statements below give subjective symptoms?

   _____a. I have a pain in my back.

   _____b. I feel dizzy.

   _____c. There is a lump in my neck.

   _____d. She has a cough.

   _____e. These babies are one day old.

   _____f. She has a pain in her left side.

   _____g. Everything tastes bitter.

   _____h. He vomits after every meal.

   _____i. She is pregnant.

   _____j. I'm cold.

2. What is a subjective symptom?

3. Why must the patient tell you about a subjective symptom?

4. Why is it important to listen to your patient?

5. Should you express opinions about a patient's subjective symptoms?

6. Which statements below do not contain opinions?

___a. Mrs. Collier says she is cold. She wants another blanket.

___b. He says everything tastes bitter. The medicine he takes probably makes everything taste bitter.

___c. He has a temperature of 101°. He says he's very hot.

___d. She has a temperature of 102°. I think she put the thermometer in her tea. Just 30 minutes ago her temperature was normal.

___e. He has a broken leg. He fell down the stairs.

___f. She says she has a headache. She says it started after breakfast.

___g. He has a rash on his stomach. I think his gown rubs against his stomach.

___h. They have food poisoning. They probably ate too much chili at the cafeteria.

___i. He has an eye infection. He thinks it started Friday.

___j. He says he has a pain in his left shoulder because he painted his living room on Saturday.

SHORT READINGS

1. Nursing aides should make objective reports. You will see patient _ _ _ _ _. You might be the f _ _ _ _ one to see changes _ _ the patient. When you m _ _ _ an obj_ tive report you _ _ _ _ _ _ _ _ and report facts. You s _ _ _ _ _ _ not make subjective reports. Y _ _ should not try to _ _ _ _ _ _ _ _ _ _ the changes you observe. Y _ _ should report any changes t _ _ _ you observe in the p _ _ _ _ _ _.

2. Objective observations are facts that you observe. You should always report c _ _ _ _ _ _ _ you observe in the p _ _ _ _ _ _. You can make objective _ _ _ _ _ _ _ _ _ _ _ _ _ of changes in the p _ _ _ _ _ _. You can make observations _ _ four ways. You can s _ _ s_me changes. You can f _ _ _ some changes. You can h _ _ _ some changes. You can s _ _ _ _ some changes.

3. A subjective symptom is a symptom a patiest tells you about. A patient must tell y _ _ about subjective symptoms. Pain _ _ an example of a s _ _ _ _ _ _ _ _ _ _ symptom. You cannot feel y _ _ _ patient's pain. You cannot s _ _ the pain. You can r _ _ _ _ _ what the patient says _ _ _ _ _ the pain.

SHORT READINGS

1. Nursing aides should make objective reports. You will see the patient often. You might be the first one to see changes in the patient. When you make an objective report you observe and report facts. You should not make subjective reports. You should not try to interpret the changes you observe. You should report any changes that you observe in the patient.

2. Objective observations are facts that you observe. You should always report changes you observe in the patient. You can make objective observations of changes in the patient. You can make observations in four ways. You can see some changes. You can feel some changes. You can hear some changes. You can smell some changes.

3. A subjective symptom is a symptom a patient tells you about. A patient must tell you about subjective symptoms. Pain is an example of a subjective symptom. You cannot feel your patient's pain. You cannot see the pain. You can report what the patient says about the pain.

MEDICAL FORMS IN THE HOSPITAL

On the following pages there are examples of the types of forms you may see in the hospital. Every hospital has its own forms. Read these example forms carefully. Be sure you understand all the vocabulary on the forms.

Your supervisor will tell you which hospital forms you must fill out. You should be able to read forms like these. You should be able to fill them out. You should know how to interview a patient. Often a nurse will fill in these forms, but you should be able to help if you are asked to.

Work with a partner and practice filling in the forms. There is a vocabulary list at the end of this section. Check the vocabulary list and the translations if you don't know some of the words on the charts.

INTAKE AND OUTPUT EXERCISES

Work the following problems and enter your answers on the correct intake-output sheet.

For problems 1-7 the patient's name is Rodney T. Mills. His doctor is Dr. Elvira Ramos. His hospital number is 539-11-4462.

1. Yesterday at 7:00 a.m. Rodney had breakfast. He had 8 oz. of milk, 4 oz. of orange juice, one boiled egg and a piece of toast.

2. At 7:30 he asked for the urinal. He urinated and there was 4 oz. of urine.

3. At 9:30 he asked for the urinal again. He urinated and there was 4 oz. of urine.

4. At 11:30 he had lunch. He had 6 oz. of soup, 4 oz. of jello, 2 crackers and 8 oz. of water.

5. At 12:00 noon he urinated 6 oz.

6. At 1:00 p.m. he felt nauseous. He vomited 8 oz.

7. At 1:15 he began to have diarrhea. There was 4 oz. of liquid in the bedpan.

For problems 8-12 the patient's name is Mary Browning Jones. Her doctor is Dr. Jeffrey Randall Park. Mary's hospital number is 446-31-2162.

8. Mary received 16 oz. of blood at 8:00 a.m.

9. At 11:00 in the morning she urinated 4 oz.

10. At 2:00 p.m. she was switched over to IV's. She received 8 oz. of fluid.

11. This evening she urinated 5 oz. at 7:30 and 3 oz. at 10:15.

12. This afternoon 2 1/2 oz. of mucus was removed from her lungs at 4:30.

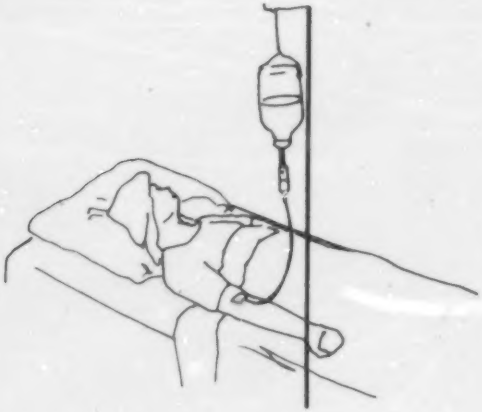

CHART 1

PILIKIA NUI HOSPITAL

INTAKE AND OUTPUT RECORD

NAME: SURNAME FIRST MIDDLE ATTENDING PHYSICIAN HOSPITAL NO.

DATE/ TIME	ORAL FEEDING (DESCRIPTION)	VOL. In cc.	TIME	URINE	SUCTION DRAINAGE	EMESIS	STOOL (I? loose-cc)	OTHER

Form no. 832460-6

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CHART 2

PILIKIA NUI HOSPITAL
Tamarind City

INTAKE AND OUTPUT RECORD 7:00 A.M.-7:00 A.M.

NAME: SURNAME FIRST MIDDLE ATTENDING PHYSICIAN HOSPITAL NO.

INTAKE					OUTPUT			
DATE TIME	BLOOD, INTRAVENOUS, MEDICATIONS	NURSE INITIAL	VOLUME ABSORBED	FEEDING	TIME	URINE	SUCTION DRAINAGE	REMARKS

NURSE'S SIGNATURE

Form no. 832460-7

CHART 3

PILIKIA NUI HOSPITAL
PREOPERATIVE CHECKLIST

PREOPERATIVE INSTRUCTIONS:

NPO ☐ Prep ☐ HS Sedation ☐

Others (specify):

Postoperative Instructions:

Recovery Room ☐ IV ☐ Nursing Care ☐

Others (specify):

NURSING OBSERVATION

		Yes	N
1.	Identification Bracelet on		
2.	Required permits signed and on chart		
3.	Doctor's order sheet on chart		
4.	History and physical written or dictated		
5.	Blood type and Cross Match slips on chart (if ordered)		
6.	Latest TPR, BP and Wt. recorded on graphic sheet & on operative record		
7.	Operative area prepared and inspected by nurse		
8.	Cosmetics, nail polish, hair pins & wigs removed (long hair braided)		
9.	Dentures and prosthesis removed (limbs, contact lens, glasses)		
10.	Jewelry: removed: _____ tied on: _____		
11.	Voided or catheterized: amt: _____ time: _____		
12.	Enema or defecated: date _____ time _____		
13.	Pajama bottoms removed		
14.	Pre-op medication given & charted		
15.	Side rails up, bed in low position, call bell in place		
16.	Patient instructed to stay in bed, to call for assistance		
17.	Addressograph plate on chart		

☐ Ambulatory
☐ Wheelchair
☐ Stretcher
☐ Surgery

Sent to: _____

_____ # _____ A.M. _____ P.M.

_____
signature

Received in: _____ # _____ A.M. P.M.

_____
signature

_____ _____ _____ A.M. P.M.
NURSE'S SIGNATURE DATE TIME

X

354

15

CHART 4

PILIKIA NUI HOSPITAL
ADMISSION INTERVIEW

OBJECTIVE FINDINGS: (what you observe)

1. Initial assessment: alert ☐ confused ☐ comatose ☐
   anxious ☐ depressed ☐ other _____
2. Symptoms you observe: _____

SUBJECTIVE FINDINGS: (what patient verbalizes)

1. Reason for hospitalization _____
2. What do you know about your illness or surgery? _____
3. Have you known anyone else with a similar problem? _____
4. Any previous hospitalization? yes ☐ no ☐
5. Pre-existing illnesses | How long | Medications | How often taken | Last dose
   _____
   Special diet _____
6. Medications brought from home: none ☐ sent home ☐ nurses' station ☐
7. Bowel or Bladder problems:
   Bladder: none ☐ incontinence ☐ nocturia and frequency _____
   Bowel: none ☐ diarrhea ☐ constipation and remedy _____
8. Activity limitations: vision ☐ hearing ☐ paralysis ☐ speech ☐
   Comments: _____
9. Sleep pattern: What helps you when you cannot sleep? _____
10. Special considerations (restrict visitors, special requests, habits, etc.):
    _____
11. Allergies: Medications _____
    Foods _____ Others _____

_____
Admitting Nurse's Signature

X

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CHART 5

PILIKIA NUI HOSPITAL
Tamarind City, Mahimahi

NURSES' ADMISSION RECORD

SURNAME FIRST MIDDLE

WARD ROOM

INFORMANT: patient ☐ family ☐ other ☐ _____(relationship)

understands English: yes ☐ no ☐ spoken language _____

ADMISSION: time: ____ A.M. / P.M. mode: ambulatory ☐ wheelchair ☐ stretcher ☐

condition: satisfactory ☐ fair ☐ poor ☐

VALUABLES: none ☐ to safe ☐ sent home ☐
Instructed that hospital not responsible for loss of articles kept at bedside ☐

Dentures: upper ☐ lower ☐ partial ☐ denture cup ☐ other

Glasses ☐ contact lens ☐ prosthesis ☐ other

ORIENTATION TO UNIT:

	identification bracelet		shower		smoking policy
	call light		bathroom call light		visiting policy
	television & radio		toilet facilities		meal time
	bed control		newspaper		linen change
	siderails		telephone		

VITAL SIGNS: T____ P____ R____ BP(RA)____/____(LA)____/____
vital signs observations _____
Ht_____ Wt_____lbs. (_____kg) _____
Person admitting

TEAM CARE: yes ☐ no ☐ INTERN _____ notified yes ☐ no ☐ @ _____ AM/PM

RESIDENT _____ notified yes ☐ no ☐ @ _____ AM/PM

ATTENDING PHYSICIAN notified yes ☐ no ☐

Message left with _____

TRANSFERS-NURSE'S NOTES:

Date	Time	From	To	Mode	Valuables Sent	Attending Notified	Consults Notified	Signature

356

X

17

VOCABULARY

This vocabulary appears on the charts in this unit. These are words you will hear in the hospital. The words marked with an * are common words you will hear in ordinary conversation. The other words are medical terms which are rarely used outside the hospital.

ambulatory- adj.- walking, able to walk.
to ambulate- v.- to walk

*anxious- adj.- worried.

catheter- n.- a tube which is inserted into the body to take out fluid.

catheterized- adj.- to have a tube inserted into the body.

comatose- adj.- deeply unconscious; in a coma.

*confused- adj.- mixed up

*constipation- n.- a condition in which a person cannot defecate.

to defecate- v.- to have a bowel movement.

*depressed- adj.- very sad.

*diarrhea- n.- a condition in which fecal matter is watery and is discharged more often than usual.

*dose- n.- a specific amount of medicine which a patient takes at one time.

emesis- n.- material which a patient spits out or vomits.

incontinence- n.- a condition in which the patient cannot control his/her bladder or bowels. An incontinent person cannot stop his/her urine or feces.

nocturia- n.- much urination at night.

oral feeding- eating; oral means mouth.

*paralysis- n.- a condition in which a person cannot move a part or all of the body. A paralyzed person cannot move his/her body.

preoperative- adj.- before an operation, before surgery.

postoperative- adj.- after an operation, after surgery.

stool- n.- feces.

suction drainage- n.- removing liquid from the body with a machine.

to void- v.- to urinate.

CHECKING AND SAVINGS ACCOUNTS

READING 22

Mary and Richard Watanabe decided to open two joint accounts at Tamarind City Bank. One joint account will b _ a savings account. The _ _ _ _ _ joint account will be _ checking account. They decided t _ deposit $50 in the s _ _ _ _ _ _ account. Then every month t _ _ _ will have Mary's check _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ deposited in the checking _ _ _ _ _ _ _. They asked the bank t _ take $25 from her c _ _ _ _ each month and deposit _ _ automatically in their savings _ _ _ _ _ _ _.

The Watanabe's had to f _ _ _ out lots of forms w _ _ _ they opened their accounts. _ _ _ of the forms was _ signature card. They had t _ fill out one card f _ _ the savings account and _ _ _ _ _ _ _ _ card for the checking _ _ _ _ _ _ _. They both signed the c _ _ _ _ and they filled out t _ _ other information on the c _ _ _ _.

The bank uses the s _ _ _ _ _ _ _ _ _ cards to make sure n _ one else withdraws money f _ _ _ the Watanabe's account. The p _ _ _ _ _ at the bank can c _ _ _ _ the signature on a w _ _ _ _ _ _ _ _ _ slip or on a c _ _ _ _. They can also ask _ person what his or h _ _ mother's maiden name is. _ _ a person tries to _ _ _ _ the Watanabe's account, that p _ _ _ _ _ probably will not know t _ _ maiden names of the w _ _ _ _ in the family. The s _ _ _ _ _ _ _ _ _ card is used to h _ _ _ protect the money Mary _ _ _ Richard deposit in the b _ _ _.

CHECKING AND SAVINGS ACCOUNTS

READING 22

Mary and Richard Watanabe decided to open two joint accounts at Tamarind City Bank. One joint account will be a savings account. The other joint account will be a checking account. They decided to deposit $50 in the savings account. Then every month they will have Mary's check automatically deposited in the checking account. They asked the bank to take $25 from her check each month and deposit it automatically in their savings account.

The Watanabe's had to fill out lots of forms when they opened their accounts. One of the forms was a signature card. They had to fill out one card for the savings account and another card for the checking account. They both signed the cards and they filled out the other information on the cards.

The bank uses the signature cards to make sure no one else withdraws money from the Watanabe's account. The people at the bank can check the signature on a withdrawal slip or on a check. They can also ask a person what his or her mother's maiden name is. If a person tries to use the Watanabe's account, that person probably will not know the maiden names of the women in the family. The signature card is used to help protect the money Mary and Richard deposit in the bank.

[SIGNATURE CARD INFORMATION]

Use the information below to help you fill in the signature card on the next page.

Mother's Maiden Name

A woman's maiden name is her last name (surname) before she gets married. Women usually use their husband's last name after marriage.

Before Richard's mother got married, her name was Aiko Yoshida. Before Mary's mother got married, her name was Mariko Nakamoto.

Mother's Birthplace

A birthplace is the place where someone is born. Aiko Yoshida was born in Lihue, Kauai. Mariko Nakamoto was born in Okinawa.

Phone

"Bus." is the abbreviation for business.

The telephone number for Tamarind Community College is 277-3224. Richard goes to school at the community college. The number for Mauka Service Station is 277-5980. Richard works at the service station. The number for Mango Tree Elementary School is 277-1667. Mary works at Mango Tree Elementary School.

Zip Code

Zip codes are numbers used in addresses to help mailmen deliver letters swiftly and accurately. Each number corresponds to a specific area in the United States. Zip codes are written at the end of an address. For example:

Mauka Service Station
417 Pahoehoe Boulevard
Tamarind City, Manimahi 99022

The zip code for Tamarind City is 99022.

Social Security Number

Every worker in the United States is given a social security number. Every payday the U.S. Government takes a small amount of money out of each worker's paycheck. This money goes into the social security system. The initials for the social security system are FICA. The social Security Office gives money to disabled people and to the elderly.

Richard's social security number is 530-33-4968. Mary's number is 439-28-7140.

TYPE OR PRINT NAME OF ACCOUNT – SURNAME, FIRST ACCOUNT NO.

☐ SINGLE ☐ JOINT ☐ CHECKING ☐ SAVINGS

1 Mr / Mrs / Miss / Ms _____ Signature _____ Social Security No. _____

2 Mr / Mrs / Miss / Ms _____ Signature _____ Social Security No. _____

Mailing Address _____

City _____ State _____ Zip Code _____

Signature Card

TAMARIND CITY BANK

Date _____

Employer	Position	Phone
(1)		Bus.
		Home
(2)		Bus.
		Home

Mother's Maiden Name	Mother's Birthplace
1	1
2	2

Former Bank

1 _____

2 _____

Initial Deposit $ _____

X

363

54

BANK AND SAVINGS FORMS

Practice filling in the forms on the following pages. The words below are important. You will see these words on checks and on bank forms.

VOCABULARY

1. coins-n. - money, such as pennies, nickles, dimes, quarters.

2. counter check-n. - a check for use in the bank. If you forget your checkbook, you can write a counter check to yourself and withdraw money from your account. You can't use a counter check outside the bank.

3. currency-n. - bills, such as a dollar bill, a five-dollar bill.

4. deposit-v. - to put money in a bank account or savings account.

   deposit-n. - the money you put in an account.

5. non-negotiable-adj. - a counter check is non-negotiable. It cannot be written to anyone except yourself.

6. transaction-n. - exchange of money, to put money in an account or to take money out.

7. withdraw-v. - to take money out of a bank account or savings account.

CHECK

131
12-684
1440

19

Pay to the
Order of _____ $ _____

_____ Dollars

TAMARIND CITY BANK
TAMARIND CITY, MAHIMAHI ISLAND

1:44/56-77:1

COUNTER CHECK

Detach stub and retain as
MEMORANDUM

ate _____ 19 _____

Counter Check
to Myself Only

TAMARIND
CITY BANK

TAMARIND CITY BANK

CHECKING ACCOUNT Date _____ 19 _____

Pay to MYSELF ONLY without endorsement hereof ..... $ _____

_____ DOLLARS

NON-NEGOTIABLE
for counter
use only

account no. signature

:1 21 3m0101:

X

365

CHECKING ACCOUNT DEPOSIT SLIP

CHECKING ACCOUNT

Deposited in

TAMARIND CITY BANK

_____ 19 ____

Deposit to credit of

_____

Account number _____

date	amount
space for bank use only	

list items on reverse side

Enter total deposit here ➧ $

:8 ɔ06ı30ɛ

(Front)

DEPOSITED IN

TAMARIND CITY BANK

(BRANCH OR BANK AND CODE)

Please list each check separately

currency _____ dollars _____ cents

coin _____

checks as follows

TOTAL DEPOSIT	$	

Enter this total on the reverse side

(Back)

SAVINGS DEPOSIT

SAVINGS DEPOSIT

TAMARIND CITY BANK

Deposit for credit of

Date _____

Name _____

show address if changed since last transaction

	dollars	cents
coins		
currency		
checks		
TOTAL DEPOSIT		

for bank entry	account number
New P B Balance $	

⑆26 65⑆ 40 4 0⑈ 40

SAVINGS WITHDRAWAL

SAVINGS WITHDRAWAL
(not negotiable)

Tamarind City Bank

passbook must accompany each withdrawal

acknowledge payment to me on this date _____

Dollars $

show address below if changed since last transaction

charge this amount to my account

for bank entry		account number
New P B Balance $	Activity Charge $	–

signature

⑆36 26⑈ 024 1⑈ 64

X

367

Balancing a Checkbook

Fill in the form on the following page. Use the information listed below.

Richard and Mary Watanabe wrote the following checks.

a. On August 6, they paid $6.25 to the Tamarind Sun. The check number was 1105.

b. On August 9, Mary wrote a check at the supermarket for $35.38 to pay for food.

c. On August 9, Richard wrote a check for cash at the bank for $20.00.

d. On August 15, Richard wrote a check to Tamarind Community College for tuition. The check was for $52.00.

e. On August 25, Mary wrote a check for $17.45 at Maria's Women's Wear in Tamarind City.

f. On August 27, Richard wrote a check at Fukuda's Auto Body Shop for $42.15.

Richard and Mary made the following deposits.

a. On August 3, they deposited $200.00 in their checking account.

b. On August 17, they deposited $123.50 in their checking account.

CHECK REGISTER

Check No.	Date	Check issued to	Amount of Check	Date of Deposit	Amt. of Deposit	Balance

DO YOU HAVE ANY IDENTIFICATION, SIR?

READING 23

Richard Watanabe is rehearsing for a play at Tamarind Community College. Acting is Richard's hobby. _ _ this play he has t _ _ part of a hobo. T _ _ _ afternoon he is rehearsing _ _ a costume. He is w _ _ _ _ _ _ baggy pants and a w _ _ _ _ _ _ _ shirt. He is wearing _ wig and he is s _ _ _ _ _ _ an old, smelly cigar.

S _ _ _ _ _ _ _ Richard remembers that today _ _ his wedding anniversary. He w _ _ planning to take Mary _ _ _ tonight. He has to g _ to the bank to c _ _ _ a check.

It's 2:30 p. _. He knows the bank w _ _ _ close soon. He doesn't h _ _ _ time to change his c _ _ _ _ _ _. He runs down the s _ _ _ _ _ toward the bank.

Just b _ _ _ _ 3:00 Richard rushes into t _ _ bank. He goes to _ teller. "I have to c _ _ _ this check for $50," R _ _ _ _ _ _ gasps.

"Do you have s _ _ _ identification, sir?" asks the t _ _ _ _ _.

Richard reaches for his w _ _ _ _ _. "Oh, no! I left m _ wallet at the college!"

"T _ _ _ ' _ ok. I'll check your s _ _ _ _ _ _ _ _ card," says th teller.

"T _ _ _ ' a good idea. My w _ _ _ and I signed one j _ _ _ last week," Richard says.

T _ _ teller studies the signatures.

"W _ _ _, the signatures certainly look t _ _ same," she says.

"That's b _ _ _ _ _ _ they are. Now can _ cash my check?" Richard _ _ _ _.

"Not yet. We have t _ be sure you are M _. Watanabe," replies the teller. "W _ _ _ is your mother's maiden n _ _ _?"

"Yoshida. Eiko Yoshida," Richard _ _ _ _ _ _ _.

"And what about your m _ _ _ _ _ - _ - _ _ _?" the teller asks.

"What _ _ _ _ _ her?" Richard is getting _ _ _ _ _.

"What is her maiden n _ _ _?" the teller asks.

"Mmmmmm, h _ _ maiden name? I can't r _ _ _ _ _ _ _. I didn't know her t _ _ _," Richard replies.

"Well," says t _ _ teller. "I'm sorry sir. W _ can't cash your check w _ _ _ _ _ _ that information."

"This is r _ _ _ _ _ _ _ _ _ _!" Richard shouts.

"Why don't y _ _ call your wife and _ _ _ her?" asks the teller.

"B _ _ _ _ _ _ I don't want her t _ know I'm here. I m _ _ _ I'm trying to surprise h _ _. Look," says Richard. "I'll t _ _ _ _ of it in a m _ _ _ _ _."

He walks away from t _ _ teller to think and t _ _ _ he remembers.

"Hey," Richards s _ _ _. "Her name is Nakamoto. M _ _ _ _ _ Nakamoto. If I just r _ _ _ _, then I can remember.

N _ _ how about cashing my c _ _ _ _?"

"I'm sorry sir," the t _ _ _ _ _ smiles. "We're closed now. I _ ' _ after 3:00."

DO YOU HAVE ANY IDENTIFICATION, SIR?

READING 23

Richard Watanabe is rehearsing for a play at Tamarind Community College. Acting is Richard's hobby. In this play he has the part of a hobo. This afternoon he is rehearsing in a costume. He is wearing baggy pants and a wrinkled shirt. He is wearing a wig and he is smoking an old, smelly cigar.

Suddenly Richard remembers that today is his wedding anniversary. He was planning to take Mary out tonight. He has to go to the bank to cash a check.

It's 2:30 p.m. He knows the bank will close soon. He doesn't have time to change his clothes. He runs down the street toward the bank.

Just before 3:00 Richard rushes into the bank. He goes to a teller. "I have to cash this check for $50," Richard gasps.

"Do you have some identification, sir?" asks the teller.

Richard reaches for his wallet. "Oh, no! I left my wallet at the college."

"That's ok. I'll check your signature card," says the teller.

"That's a good idea. My wife and I signed one just last

week," Richard says.

The teller studies the signatures.

"Well, the signatures certainly look the same," she says.

"That's because they are. Now can I cash my check?" Richard asks.

"Not yet. We have to be sure you are Mr. Watanabe," replies the teller. "What is your mother's maiden name?"

"Yoshida. Eiko Yoshida," Richard answers.

"And what about your mother-in-law?" the teller asks.

"What about her?" Richard is getting angry.

"What is her maiden name?" the teller asks.

"Mmmmmm, her maiden name? I can't remember. I didn't know her then," Richard replies.

"Well," says the teller. "I'm sorry sir. We can't cash your check without that information."

"This is ridiculous!" Richard shouts.

"Why don't you call your wife and ask her?" asks the teller.

"Because I don't want her to know I'm here. I mean I'm trying to surprise her. Look," says Richard. "I'll think of it in a minute."

He walks away from the teller to think and then he remembers.

"Hey," Richard says. "Her name is Nakamoto. Mariko Nakamoto. If I just relax, then I can remember. Now how about cashing my check?"

"I'm sorry sir," the teller smiles. "We're closed now. It's after 3:00."

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COMPREHENSION

1. What is Richard doing when the story begins?

2. What is Richard's hobby?

3. What part does Richard have in the play?

4. What is Richard wearing?

5. List two things Richard forgets. List two things he remembers.

6. What is Richard planning to do tonight?

7. Richard runs down the street toward the bank. What street do you think he runs on?

8. What time does Richard get to the bank?

9. If Richard caught the bus to the bank, where would he catch it? What time would he arrive at the bank?

10. What time does the bank close?

11. How much money does Richard want?

12. Why doesn't the teller cash Richard's check when he first gets to the bank?

13. Richard can't remember his mother-in-law's maiden name. He says, "I can't remember. I didn't know her then." What does he mean when he says, "I didn't know her then?" What does then mean?

14. Why doesn't Richard call his wife?

15. The teller says, "The signatures certainly look the same." Then Richard says, "That's because they are." What does Richard mean?

16. Why does Richard have so much trouble at the bank? List at least two reasons.

17. Does Richard get his money? Why not?

18. What do you think Richard does when the teller says the bank is closed?

19. How can Richard get money to take his wife out tonight? List two suggestions.

20. If you were inside a bank at closing time, could you cash a check?

VOCABULARY

to rehearse- v.- to practice doing or saying something.

a play- n.- a story told by actors on a stage.

to act- v.- to pretend; to be in a play.

a hobby- n.- an activity you do for fun.

a hobo- n.- a man who does not work or who works only when he has to. A hobo doesn't have a home. He travels around the country often by sneaking aboard freight trains. (Freight trains carry animals, food and machines.) Groups of hobos were common on the U.S. mainland during the Depression of the 1930's. There are not many hobos now.

a costume- n.- special clothes that are worn in a play or at a party.

baggy- adj.- too big; loose.

a wig- n.- a hairpiece.

a wedding anniversary- n.- the date each year when a husband and wife celebrate the beginning of their marriage.

to take someone out- v.- to have supper in a restaurant or see a movie or other entertainment with someone. If you take someone out, you pay for the entertainment.

to gasp- v.- to breathe hard, to pant, to have trouble breathing.

ridiculous- adj.- silly, stupid.

how about; what about- used in informal conversation to indicate a question. For example:

What about going to the beach? How about going to the beach? Do you want to go to the beach?

What about supper? How about supper? Do you want supper? Shall we have supper?

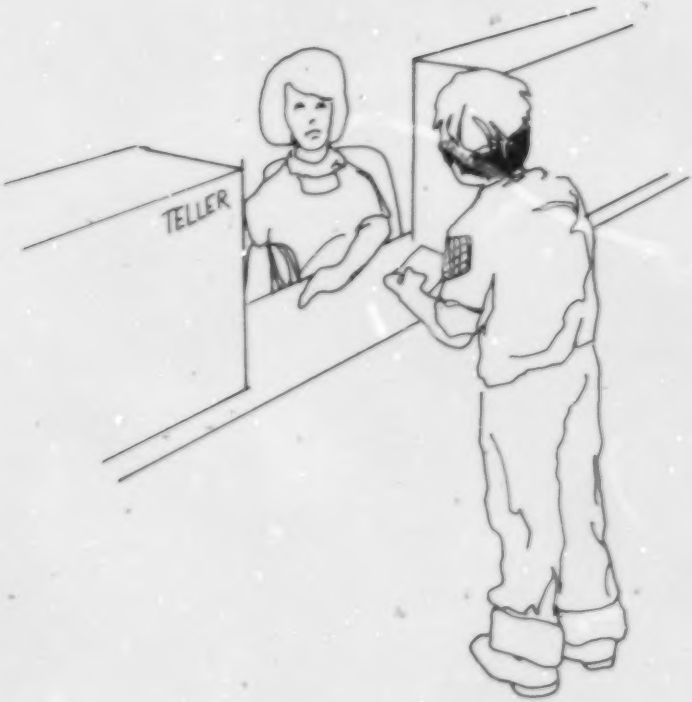
mother-in-law- n.- your wife's mother or your husband's mother.

father-in-law- n.- your wife's father or your husband's father.

Write definitions for these words:

sister-in-law- n.-

brother-in-law- n.-



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CROSSWORD PUZZLE

ACROSS

1. Mrs. Collier says she's cold. She wants her _____.
7. Miss Chong, bring me _____ dressing kits.
8. Opunui Restaurant is on Monkeypod _____(abbreviation).
9. There's a new patient. Make the _____ in 308.
10. Put these charts on the nurse's _____.
12. Did you take Mr. Takahashi's temperature? Take ___ now.
13. The sheets are _____ to the towels in the linen room.
15. Look at _____ bandage! It needs changing.
17. Miss Chong, take his temperature and tell _____ what it is.
18. His temperature is ninety-_____ point two.

DOWN

1. The ____ understand the lesson about asepsis.
2. Let's go! ____ will be late!
3. Her hospitalization ____ tomorrow.
4. _____ is the abbreviation for "tablet".
5. He wants to get out of the hospital for New Year's ____.
6. His wound is ____ and swollen.
11. She wants to bring her ____ but no pets are allowed in the hospital.
14. She's going to have a gastrointestinal (____) series.
16. Ask Miss Hookala. I think ___ knows where it is.

UNIT XI

THE JOB HUNT

PREVIEW

Unit XI contains information to help you find a job. In Unit XI you will learn how to fill in an application blank, how to write a résumé and how to prepare for a job interview.

When you start to look for a job, your reading skills will be very helpful. You will have to fill in job applications accurately. You will have to read advertisements for jobs. You might have to take a test when you apply for a job.

You have to be a good reader to fill out job applications, read advertisements and take tests. This chapter will help you get ready for your job hunt.

APPLICATION FORMS

Most jobs require application forms. Employers use the application form to get to know you. An employer is interested in your skills, experience, and training. An application form helps an employer decide whether you can do the job that is available.

Usually the supervisor and the interviewer will read your application before they call you for an interview. Large companies have personnel departments. Someone from the personnel department might interview you. In a smaller company or hospital the supervisor might interview you. Sometimes a small group of people might be interviewers. Usually whoever interviews you will have your application during the interview.

The interviewer will ask questions about the information you included on your application form. For example, the interviewer might ask you to talk about your experience or about your education.

So your application is very important. Your application introduces you to an employer. Your application must be neat and accurate. There are usually many applicants for jobs. An employer might decide not to talk to people who send in messy applications.

Study the employment application in this section. Fill it out carefully. Every company has its own application form. But you can take this sample with you when you look for a job. You'll have most of the information you need to fill out any application form.

Sometimes you have to ask for a job application in writing. If you have to write to ask for a job application, you should type your letter if you can. If possible, write to a specific person, not to a department. In the following letter it is much better to write to Mr. Sawyer than just to the Personnel Department. You might have to call the business or hospital to find out who you should send your letter to. There is a sample letter on the next page.

154 Pua Lane
Tamarind City, Mahimahi 99022
February 22, 1977

Mrs. Tina Tuitele
Personnel Department
Pilikia Nui Hospital
466 Tamarind Boulevard
Tamarind City, Mahimahi 99022

Dear Mrs. Tuitele:

I am very interested in the nurse's aide job advertised in the February 21 Tamarind Sun. Please send an application to me at the above address.

Thank you very much.

Sincerely,

Joan M. Lee

Joan M. Lee

EMPLOYMENT APPLICATION

(print)

Position Desired _____ Date _____

Name _____

Soc. Sec. No. _____

Address _____

Are you a U.S. citizen? Yes__ No__ Permanent Resident Alien? Yes__ No__

How long have you been a resident of Hawaii? _____

Marital Status (check one): Single__ Married__ Separated__ Divorced__
Widowed__

If married, spouse's name: _____

Spouse's employer: _____

Number of dependents: _____ Ages of dependents: _____

In emergency notify _____
Name Address Phone No.

Do you have a driver's license? Yes__ No__

U.S. MILITARY INFORMATION

Draft classification _____

Reserve, National Guard, etc.? _____

Are you a veteran? Yes__ No__

Type of discharge _____

List any special training _____

PHYSICAL DATA

Height without shoes ____ Weight _____

Color hair _____ Color eyes _____

Physical limitations _____

Date physical defects _____

EDUCATIONAL HISTORY From To Grade Completed Major/Degree

High School _____

College _____

Business _____

Other _____

School Activities _____

Typing speed _____ Shorthand speed _____

Office or Trades and Crafts skills _____

List other training, experiences or qualifications which might be beneficial in your work with this company_____

_____

Name of technical, professional or civic organizations to which you belong_____

_____

PREVIOUS EXPERIENCE (Start with last position. Account for all time if unemployed, in military service, or in school.

Company_____ From_____ To_____

Address_____ Phone No._____

Nature of work at start_____ Salary_____

Nature of work at leaving_____ Salary_____

Reason for leaving_____

Company_____ From_____ To_____

Address_____ Phone No._____

Nature of work at start_____ Salary_____

Nature of work at leaving_____ Salary_____

Reason for leaving_____

PERSONAL REFERENCES

NAME_____ PHONE NO._____

ADDRESS_____

NAME_____ PHONE NO._____

ADDRESS_____

NAME_____ PHONE NO._____

ADDRESS_____

READ CAREFULLY BEFORE SIGNING:

I hereby authorize this company to solicit all information desired in connection with this application including matters of opinion, character, ability and conduct, and also authorize and request each person and firm named in this application to give such information. I hereby release such individuals and companies from any liability for any damage whatsoever resulting from their release of such information.

2. I agree to submit myself, upon request, for physical examination by a licensed physician of the Company's choosing and understand that failing to pass said examination I will not be retained in the Company's service.

3. I certify that the information contained in my application for employment is correct and complete to the best of my knowledge and belief. I understand that any false statement or omission of material fact may be sufficient cause for rejection of my application or dismissal after employment.

(Ref.)

Signature of Applicant _____

Form - Of Employment Application

XI

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YOUR JOB FILE

You should have a job file that you keep up-to-date all of your working life. You should keep the following information in your file.

Letters of Recommendation. These are letters written by your employers. The letters will tell about the work you did at your job. You should have a letter of recommendation from your supervisor at each job that you have. Usually you should ask for a letter of recommendation after an employer has a chance to see how well you work. You can ask for a letter for your job file before you plan to change jobs. Of course, you should always ask for a letter of recommendation before you go to a new job.

You can also ask other people who work with you to give you letters of recommendation. For example, perhaps there is a nurse you worked with in the hospital. The nurse was not your supervisor but he/she knows the kind of responsibilities you had and he/she knows how well you did your work. You can ask that nurse to write a letter of recommendation for you.

If your supervisor goes to a new job, get a letter of recommendation from him/her before he/she leaves even though you are staying at the same job.

When you get a letter of recommendation, keep it in your job file. When you apply for a new job, send a xerox copy of the letter with your application. Never send the original letter.

Letters of recommendation can be from supervisors, teachers or anyone you have worked closely with. If you do volunteer work or work within a church or temple you might get a letter from one of the people you work with, especially if you organized a fund drive or led a committee.

Do not include letters from relatives.

Sometimes supervisors want to send confidential letters of recommendation. A confidential letter of recommendation is a letter your supervisor sends to your potential employer. You don't see the letter, so it can't go in your job file.

References. These are people who will talk to an interviewer about you. They can be the same people who write letters of recommendation for you, or they can be different people.

Often on a job application you are asked to list references. Be sure to ask a person if you can use his/her name as a

eference before you write his/her name on the application orm.

It is a good idea to have three references. If you don't know that many people who can give you a reference, don't worry. After you go to school and work for a while, you will meet people who will be references for you.

A character reference is someone who can tell an employer that you are honest and a good citizen. Sometimes on a job application you have to list a character reference. A character reference can be a supervisor, a teacher, a priest or someone you work with.

Do not ask relatives to be character references.

Job Applications. When you start looking for a job, you will fill out a job application for most jobs. The application will ask for personal information like your address, phone number, job experience, education and citizenship. Always read an application form carefully before you fill it out. Follow the instructions carefully. Print or type neatly and clearly.

Make a copy of the application after you fill it out. Keep the copy in your job file. Send the original application. Send a copy of your résumé and copies of your letters of recommendation with the job application.

When you apply for a job, send the following information:

1. The original job application filled out correctly. (Keep a copy for your job file.)

2. A copy of your résumé.

3. Copies of your letters of recommendation.

Information or Ads for Jobs You Apply For. Keep this information with the copies of the applications for each job. Then, if you have an interview, you can review what you wrote on the application and also make a list of questions to ask during the interview.

Your Resume. A résumé is a summary of your job and education experience. You should send a copy of your résumé with all job applications. Your resume is a personal advertisement. It introduces you to a potential boss before you meet face to face in an interview.

You should write your resume so your employer will know what your qualifications are. You should write your résumé so it shows off your accomplishments.

There are many ways to write a résumé. There is an example on the next page.

As a class assignment, write your own résumé. Follow the form in the resumé on the next page.

Résumé of Joan Mei-Ling Lee Phone: 466-3001
154 Pua Lane, Tamarind City, Mahimahi 99022

Employment

(List in reverse chronological order; go back 10 years.)

(Employer's name City Your job title)

Oct. '76-Feb.'77 — Pilikia Nui Hospital, Tamarind City, Mahimahi. Nurse's aide; Vocational Experience Program.

(Tell your job responsibilities)

Worked in the surgical ward; took & recorded TPR; prepared patients for surgery.

Worked in the outpatient clinic. Was responsible for interviewing patients and recording symptoms for the doctors; took and recorded TPR of all incoming patients.

Education

(List in reverse chronological order. Give high school and college diplomas, if any. Also list any certificates you have for specialized training.)

(school) (city) (state) diploma or certificate)

Oct. '76-Feb.'77 — Tamarind Community College, Tamarind City, Mahimahi. Vocational English Program. Certificate.

Studied English 4 hours a day; work experience at Pilikia Nui Hospital 4 hours a day.

Sept. '66-June'70 — Hong Kong High School, Hong Kong. Diploma.

(Don't list specific courses unless they are related to the job you want. For example, RN's should list medical or science training and English language courses.)

Studied English 4 years; math and science courses were taught in English.

Honors

(list any honors or awards you have received, especially if they are related to the job you want. If none, leave out this section.)

June 1960 — Debating Society, special certificate. Hong Kong High School.

Volunteer Work

(list any volunteer work you have done, especially if it is related to the job you want. If none, leave out this section.)

Sept.'75-Oct.'76 — Translator, Suicide Crisis Center, Tamarind City, Mahimahi.

*Material listed in italics is instructions for you.

Writing Your Résumé. Follow the form in the example when you write your résumé. Your résumé can be one to two pages long. It should not be longer than two pages. If your résumé is too long, no one will read it. Usually it is best not to include a picture with your résumé.

Your résumé must be neat and easy to read. Type your résumé. There should be no mistakes. Spelling errors indicate carelessness. Leave wide margins and space in the résumé.

Ask a friend or English teacher to proofread your résumé for you. When your résumé is perfect, have it duplicated. Use photo offset printing for clear, clean copies. Some xerox machines will make lear, clean copies. Xerox machines that are used often, like machines in university or college libraries usually do not give good copies. If you don't want to pay for photo offset printing, use a xerox machine in a stationery store or at a printing company. However, compare prices. If you want a lot of resumés, the photo offset printing might be cheaper.

Do not date your résumé. Review your résumé every six months and keep it up-to-date. Rewrite it if necessary.

NOTE: People with no work experience will not be able to write a résumé. This does not mean you won't find a job. Some jobs do not require a résumé. Do not worry if you don't have the job experience to write a résumé. If you don't have a résumé, the application form for the job and the job interview will be the way your future employer gets to know you.

TIPS FOR A SUCCESSFUL INTERVIEW

The job interview is very important. There are several things you can do to make an interview go well. Remember, the interview is a time for an employer to get to know you. The impression you make may mean the difference in whether you are hired or not.

1. Find out as much as you can about the job before you go to the interview.

   a. Visit the hospital or building where the job is. Notice what the building looks like. This will tell you a little about the working conditions for the job.

   b. If there is a phone number to call for information about the job, call the number and find out what you can about the job. For example, find out what the responsibilities of the job are.

   c. The public library may have information,too. For example, there might be articles in back issues of your local newspaper about a special project a hospital or company was involved in.

2. Arrive early for your interview. Get to your interview 30 minutes early. This will give you time to collect your thoughts. Be sure you give yourself plenty of travel time. Do you have to catch a bus? Catch an early one. Are you driving? Allow plenty of time in case there is a traffic jam.

3. Women: Dress conservatively for you interview. Wear neat, clean clothes-- a dress or suit or, in Hawaii, a muumuu; tailored pants suits are ok, too. Don't wear party clothes, tight clothes, miniskirts, or revealing blouses. Don't wear heavy make-up, costume jewelry,elaborate hairdos or strong perfume. It's best not to wear perfume at all to an interview. If you have long hair you may want to tie your hair back like you will wear it as a nursing aide.

4. Men: In Hawaii people dress very casually. Suits are generally not worn except in the financial district. For your job interview in Hawaii,a neat pair of slacks is appropriate with a short-sleeved or long sleeved dress shirt. Aloha shirts are fine if they are not too bright. For example, an Aloha shirt in shades of brown is better than a bright red one. If you are interviewing for a sales position or for a position in a bank, wear an

up-to-date suit, or sports jacket, if you have one. Always wear shoes to an interview. Socks are usually a dark color and should match your slacks. Comb your hair. be freshly shaved and use no strong cologne. It is best not to wear cologne at all to an interview.

5. When you enter the interview room, greet the interviewer and introduce yourself. Men will shake hands. Sit down when you are asked to sit down. Sit comfortably back in the chair. Don't sit right on the edge of the chair. Keep your hands still. Look at the interviewer when he/she is talking to you. Smile and be enthusiastic. Women: put your purse in your lap or on the floor beside your chair.

6. Don't smoke or chew gum during the interview. If the interviewer offers you a cigarette, it's best to say, "No thank you."

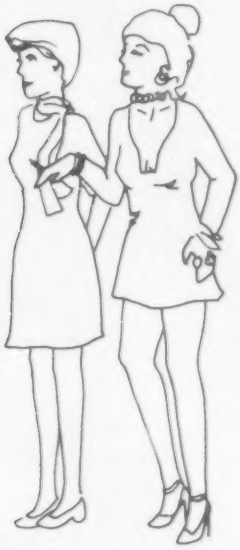
7. Listen carefully to the interview questions. Answer the questions with more than "yes" or "no." Give examples whenever you can. Here are some typical interview questions for nursing aides.

   a. Do you like hospital work?
   b. Do you like working with people?
   c. What can you do to help us?
   d. Tell me about yourself.
   e. How would you handle a patient who wouldn't do anything you asked him/her to do?
   f. What are your future plans?
   g. Why should we hire you?
   h. Have you done any volunteer work?
   i. Have you done any part-time work?

8. Let the interviewer end the interview. Usually the interviewer will thank you for coming. The interviewer might tell you that you will be notified if you get the job. The interviewer might stand up and shake hands with you. This is a signal that the interview is over. You should stand, shake hands, thank the interviewer for the interview and leave. Don't bring your family or friends to the interivew. If a friend is being interviewed, too, don't wait around for him/her.

9. You will probably have several interviews before you are hired. As you get more practice being interviewed, you will be able to answer the interview questions better. Everybody is nervous at an interview. Sometimes even the interviewer is nervous. Remember to emphasize your

positive points--your training, education, bilingualism. Before you go to the interview think about what you can do for the hospital or company you are interviewing with. Be ready to discuss what you can do for the hospital or company.



WHERE TO LOOK FOR A JOB

There are many people looking for jobs in the United States. You must learn to compete with the people who will be applying for the same job you want. You must organize your job hunt. You must inform yourself about the job market, recognize your own skills and actively look for a job. Here are some places to look:

Classified Advertising. Everybody checks the classified ads. Always check the ad section of your newspaper. Most ads for jobs have the name and address of the company or institution which is advertising. Be careful about ads with box numbers and no company name. Never tell an unknown advertiser personal details about your life. Never tell or send details about your finances to an unknown advertiser. Sometimes criminals place such "blind ads" in papers. They may try to rob you, or they may give your name and address to other criminals. Not all "blind ads" are placed for criminal purposes. Just be careful about telling strangers anything about your personal life.

Yellow Pages of the Telephone Directory. The Yellow Pages will give you a complete list of businesses and services in your community.

The Public Library. Your public library has lots of information to help you. The librarian can help you find material about jobs in your community.

Publications of the United States Department of Labor. The Department of Labor publishes many books which contain statistics about business and labor. These publications are in most public libraries.

Occupational Outlook Handbook, Issued by the U.S. Bureau of Labor Statistics. This contains information about nearly all jobs with opportunities that exist in all fields. Check your public library for this book.

Legal Section of a Newspaper. Most newspapers in large cities publish a legal section which lists all the legal matters for the day. The paper lists new business licenses granted and building permits for expanding businesses. You can find the name, address and phone number of business owners who are expanding or starting businesses in your community. Businesses that are growing might be hiring more people.

Government Agencies. Many government agencies require a written test for all applicants. If you pass the test, your name is put on a list with others who passed. In any kind of government employment be prepared for a long wait-- sometimes as much as a year between the time you apply for a job and a hiring date. Many people are never hired. Don't depend on the government for a job; do apply if you are qualified, but continue to look for a job other places.

Human Resources Development. A state-sponsored information and placement center. Information is available here on all programs sponsored by federal, state and local governments.

State Unemployment Office. Many jobs are listed here. There are also job counselors available. The service is free.

School Districts. School districts hire people besides teachers. They may need kitchen help, health aides, janitorial services. In Hawaii the schools are all under one state-wide system and jobs of all types are scarce. There is a bilingual program in the schools in Hawaii. You might apply for a bilingual aide's position. Other states do not operate like Hawaii. There are many school districts in other states, and there may occasionally be jobs available.

Chamber of Commerce. They have a list of all businesses and industries in the state. They also have lists of the types of products or services each business provides.

Employment Agencies. Employment agencies often have jobs listed which do not appear anywhere else. Before you go to an employment agency, check it out with the Better Business Bureau. Ask if the agency is licensed by the state and find out if there have been any complaints about the agency.

Some agencies charge a fee to help you find a job. Never pay a fee or sign a contract with an employment agency until you have checked on the agency. Before you sign a contract:

1. Read the contract and understand it. Ask questions. Be sure you know how much money you must pay for how long and for what.

2. Ask if you can show the contract to your attorney. (Pretend you have an attorney even if you don't.) Don't let yourself be rushed into signing anything. If the agency doesn't want you to show the contract to anyone-- leave.

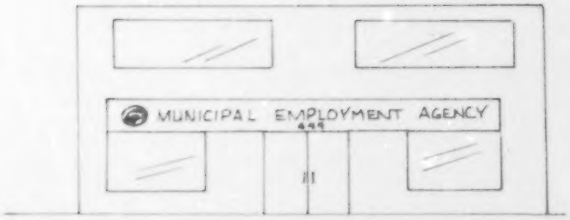
3. Be sure you have in writing what happens if the job you accept falls through. Do you have to pay a fee if the job lasts only a week or a month?

Some agencies do not charge a fee. All costs are paid by the employers who advertise through the agency. You should register with these agencies.

PART-TIME EMPLOYMENT

Remember, many part-time jobs turn into full-time positions. If you have a part-time job, you will have time to look for a full-time job. Also if the part-time job changes to a full-time position, you should have a good chance of being hired. You already know the job, and your supervisor knows you. You have an advantage over other people who want the job.

Looking for a job is usually a long, discouraging ordeal. If you follow the suggestions in this section, you will at least be organized in your job hunt, you will be ready for interviews, and you will have confidence in yourself and your abilities.



REVIEW EXERCISES

The following questions cover the material in Units X and XI.

1. What is a symptom?

   a. a sign of a disease
   b. a disease
   c. an allergy
   d. medicine

2. Which one is a symptom?

   a. a fever
   b. a disease
   c. tuberculosis
   d. the flu

3. Which one is not a part of an objective report?

   a. what the patient says
   b. what you see
   c. your opinion
   d. what you hear

4. Which symptom can you observe?

   a. fever
   b. pain
   c. worry
   d. fear

5. Which one is recorded on the intake section of an intake-output record?

   a. urine
   b. emesis
   c. a piece of toast
   d. a glass of milk

6. Which one is recorded on the output section of an intake-output record?

   a. emesis
   b. a glass of juice
   c. jello
   d. toast

7. Which one is not recorded on the intake section of an intake-output record?

   a. blood transfusion
   b. urine
   c. milk
   d. water

8. Which one is not recorded on the output section of an intake-output record?

   a. urine
   b. emesis
   c. medicine
   d. suction drainage

9. What does birthplace mean?

a. a place where a person was born
b. a place for having babies
c. a hospital
d. the day a person was born

10. Which one can give you a letter of recommendation?

a. your supervisor
b. your wife
c. a stranger
d. your husband

11. Which one should not be in your résumé?

a. Your education experience
b. your job experience
c. the date you mail the résumé
d. your telephone number

12. You should send one of the following as an original copy when you apply for a job. Which one?

a. your resume
b. the job application
c. letters of recommendation
d. ads for the job

13. Which one of the following is appropriate for a job interview in Hawaii?

a. miniskirt
b. Aloha shirt
c. tight clothes
d. strong perfume

14. Which one of the following is not appropriate for a job interview?

a. slippers
b. Aloha shirt
c. suit
d. clean clothes

UNIT XII

REVIEW AND TESTING

PREVIEW

Use Unit XII as an opportunity to review the things you have learned in this text. Your teacher may have additional review exercises for you.

The main part of Unit XII is a class project. The class project is to make a city plan for Ahi City. You will use all your English skills during this project. It involves reading, speaking and listening activities.

Read all the instructions in the section, Plan Ahi City, before you begin. Try to use English in all your planning discussions. When you take notes in your planning sessions, try to use English. Your completed project should demonstrate how much English you know.

PLAN: AHI CITY

Look at your map of Mahimahi Island. Find Ahi City on the map.

As a class project, plan Ahi City. You can do this different ways. Everyone in the class can work on each section, or the class can divide into three or four groups and one group work on Section 1, another group work on Section 2, etc. Note: Section 4 cannot be done until after Sections 1,2 and 3 are finished.

Ahi City is much smaller than Tamarind City. It is a little bigger than Poi City. Ahi City is mainly a fishing town, but many people in Ahi City work on the sugar and pineapple plantations. Some people probably live in Ahi City and work in Tamarind City.

Do you know any small towns on Oahu? Maybe Ahi City is about the same size as Waimanalo or Waianae on Oahu in Hawaii. What are these small towns like? Do they have many streets? Are their streets big or small? What kinds of stores and offices and schools do they have? Do they have movie theaters and libraries?

There is no high school in Ahi City or in Poi City. The high school students in these two towns have to go into Tamarind City to Banyan Tree High School. And, of course, there is only one community college--Tamarind Community College in Tamarind City.

To help you think about Ahi City, read again:
Mahimahi Island, Unit I
Buses for Mahimahi, Unit II

Read all of the section before you begin to do the work for that section.

SECTION I

1. Decide the streets of Ahi City. Decide which way the streets go and give them names. Name the road between Mahimahi Road and Tall Road near Ahi City.

2. Make a map of Ahi City.

SECTION 2

1. Decide what services (stores, businesses, offices, schools, etc.) are in Ahi City.

2. Make a list of these services.

3. To help you decide what services people need in Ahi City:

   a. Look at your map of Tamarind City and note the services there. Remember: Your map shows only a part of Tamarind City; there are services in Tamarind City not on your map. For example, TaMaTran Bus Company is at 347 Nene Street, east of the part of Tamarind City on your map.

   b. Remember that the people in Ahi City will need to have some services in Ahi City. They can go to Tamarind City for some other services.

   c. There are two Mahimahi Outpatient Clinics in Tamarind City, Tail Road Clinic and Makai Clinic. There are two more Mahimahi Outpatient Clinics on Mahimahi Island, one in Ahi City--Ahi Clinic, and one in Poi City--Poi City Clinic. Ask each other: does Ahi City need a hospital?

4. Ask each other these questions before deciding the services needed in Ahi City:

   a. How far is Ahi City from Tamarind City?

   b. What do people need every day, or every working day?

   c. What do people need once (one time) a week?

   d. What do people need only once in a while (maybe once in 2 or 3 months)?

   e. Do the people in Ahi City need a drug store? Do they need an Immigration Department?

   f. Do some Ahi City people work in Tamarind City and go there every workday?

SECTION 3

1. Decide who some of the people of Ahi City are and what they do. Decide where they work or go to school.

SECTION 4 (To be done after Sections 1, 2 and 3 are finished.)

1. Decide where the services of Ahi City are. What streets are the services on? Write the names of the services on the Ahi City map.

2. Decide where the homes are. What streets are the homes on? Remember that some people will live on Mahimahi Road on the way to Tamarind City, on the road between Mahimahi Road and Tail Road and on Mahimahi Road on the way to Poi City.

3. Are there apartments in Ahi City? If there are, where are they?

4. Give street numbers to all the services and homes in Ahi City.

   a. Remember that numbers on streets going away from the ocean usually start with 100 next to the ocean. Numbers on streets going the same way as the side of the ocean can start at one end or the other. In Ahi City streets going away from the ocean are going north and south; streets going the same way (or almost the same way) as the side of the ocean are going east and west.

   b. Ask each other: should the numbers on streets going east and west start on the east side or on the west side?

SECTION 5 (Supplementary- Do this section if you have time and the class wants to do it.)

1. If you made a telephone directory of Tamarind City, add the services and people of Ahi City to your directory. Make it a telephone directory of Mahimahi Island.